

JOB TITLE: Project Manager for Design and Construction
DEPARTMENT: Town Administration

GRADE: P-6
DATE: May 2015

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Under the general direction of the Director of Design and Construction assists in coordinating a comprehensive program of renovation and construction of municipal buildings in cooperation with user agencies and the Department of Public Facilities, and overseeing the direct responsibilities of the Permanent Public Building Committee.

SUPERVISION:

None.

DISTINGUISHING CHARACTERISTICS:

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

EXAMPLES OF WORK: Including but not limited to:

1. Assist in the development and updating of long range plans for administering municipal construction and renovation projects. Work with Town agencies to develop project scope, cost estimates, and schedules; prepare request for proposals in conjunction with Assistant Town Manager/Finance Director, Town Counsel, and User agencies; coordinate the preparation of legal and central registry notices; represent the Town in obtaining all permits and required state approvals for assigned projects.
2. Assist with the oversight, coordination, scheduling and direct as necessary the work of Town design consultants, attend design meetings with consultants, and attend job construction meetings. Assist in resolving disputes between consultants, users, and Town Agencies as they occur. Review Requests for Proposals, Requests for Qualifications, consultant agreements and construction contracts; coordinate information requirements, schedules and deadlines with regard to assigned projects; and answer questions relative to project status. Provide direction, as appropriate, and resolve conflicts that hinder the progress of the project, including but not limited to negotiation of fees, change orders and other matters, subject to PPBC concurrence. Provide input into design process, as necessary, to protect the best interest of the Town. Assist in maintaining project budgets for all assigned projects, and coordinate and process all disbursements.
3. As directed, shall act as a liaison between the PPBC and user agencies, the Town Manager, and the Finance Committee; in cooperation with the Director of Public Facilities.
4. Act as project manager on certain construction projects as assigned including conferring on behalf of the Town with architects and contractors at intervals and on occasions appropriate to the stage of construction or renovation; observing the quality of the work and determining if the work is proceeding in accordance with the contract documents; and monitoring the construction schedule, reporting to the PPBC and architect conditions which may delay completion.
5. Maintain PPBC files and prepare them for transfer to Department of Public Facilities or archives; prepare PPBC meeting agendas, schedule all attendees for PPBC related meetings; respond to inquiries from contractors, users, staff and the public over the telephone, in person and through correspondence.

6. As assigned, assist with the preparation of the department's annual operating budget, monitor monthly budget expenditures for operating budget and project budgets for potential deficits or cost overruns.
7. Assist in the planning, scheduling and assigning work to part-time Administrative Specialist; review complaints, questions and requests for information and services from citizens, contractors and other Town departments; prepare miscellaneous reports and forms by developing and compiling data for special or recurring reports for regulatory agencies; attend meetings of other boards and commissions to provide information and technical expertise; serve on relevant boards and committees as assigned; and perform other related duties as required.

DESIRABLE QUALIFICATIONS:

Training and Experience: Duties require five (5) years of relevant professional experience in construction, construction management or a related field. Professional registration as AIA, PE preferred. A CSI certification is as a Construction Supervisors License (CSL) registration will be considered as meeting this requirement. A valid motor vehicle license is required for this position.

Knowledge, Abilities and Skills: Duties require intensive knowledge of new construction and renovation, construction contracts and contract administration, project management, budgeting, and scheduling. Basic word processing and spreadsheet capabilities are required.

Establishes personal standards of work performance within broad framework of policy and objectives set forth by By-law and Committee, consulting with Town Administrator and Committee on specific matters of policy. May be required to oversee contractors and professionals and act in the absence of the Director of Design and Construction.

SPECIAL QUALIFICATIONS:

Must possess a valid state driver's license issued the Registry of Motor Vehicles.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, data base and computer-aided design software, standard drafting tools, surveying equipment, motor vehicles, telephone, radios, copy machine, calculator, fax machine and other standard office equipment.

The use of personal automobile will be required to visit work sites

PHYSICAL DEMANDS:

May spend extended periods on personal computer, on telephone, or operating other office machines requiring finger dexterity. Regular lifting and carrying of files, documents, records, plans, etc. Travel within Town to plan, oversee, or provide direct services. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employee as the needs of the employer and the requirement of the job change. Required full time availability (via telephone) with limited office hours acceptable and home visits or other investigations required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent periods supervising or inspecting in public buildings under construction. Occasional periods spent outside, subject to weather conditions while inspecting or directing work. The noise level in the work environment is usually moderate to loud.

New: May 2015